

Lesson 2	Display Purchase Order
Exercise	2.1 – Display Purchase Order

You want to review a purchase order for accuracy before confirming the receipt and acceptance of it.

# **Procedure**

- 1. Navigate to: Suppliers tab > Supplier Self Service tab > Supplier Self Service folder
- 2. Click on the All Purchase Orders hyperlink.
- 3. Click the **Document Number** you want to review (refer to your data sheet).
- 4. On the Display Purchase Order screen, review the following fields:
  - Document Number
  - Document Date
  - Purchase Order No.
  - Status
  - Product
  - Order quantity
  - Required On
  - Messages

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Price Information

# Questions

### **Question 1**

How many line items are listed on the purchase order?

### **Answer**

#### **Question 2**

What is the Net Value of the purchase order?

# **Answer**

# Question 3

What is the Required On date for the first line of this purchase order?

Lesson 4	Create ASN
Exercise	4.1 – Create an ASN

After every commodity shipment, you must create an Advanced Shipping Notification for all items that were shipped to confirm what will be delivered.

# **Procedure**

- 1. Navigate to: Suppliers tab > Supplier Self Service tab > Supplier Self Service folder
- Click on the Confirmed orders hyperlink. Note: If the purchase order did not require a purchase order response, it will be in the New orders folder until the first ASN has been created.
- 3. Click the number hyperlink in the document number field.(use the purchase order from exercise 3.1)
- 4. Click the Create ASN button.
- 5. Complete the following fields:

Field	Value
Shipping Date	Defaults to today's date, change if needed
Means of Transportation	Truck
Railcar / BOL	123456
Establishment Number	3248709874

- 6. Optional: If the line item was partially shipped, adjust the Quantity in the Item Overview section
- 7. In the Item Data Section, Click the **Delete** icon for all line items except line 10. (looks like a trash can) **Note**: we are creating an ASN for only one line item.
- 8. Click the Goods Delivered to Recipient button
- 9. Note the **Shipping Notification** Number\_\_\_\_\_

## Questions

## Question 1

What is the purpose of the ASN (Advanced Shipping Notification)?

#### Answer

#### Question 2

True or False: The ASN can also be used to reflect a partial shipment if necessary.

Lesson 4	Create ASN
Exercise	4.2 – Create ASN for Multiple Line Items

Two line items have shipped together on the same truck. You need to create an ASN that contains both of those line items.

# **Procedure**

- 1. Navigate to: Suppliers tab > Supplier Self Service tab > Supplier Self Service folder
- Click on the Confirmed orders hyperlink. Note: If this is the first shipment from this PO, it will reside in the New folder.
- 3. Click the number hyperlink in the document number field.(use the purchase order from exercise 4.1)
- 4. Click the Create ASN button.
- 5. Complete the following fields:

Field	Value
Shipping Date	04/05/2010
Means of Transportation	Truck
Railcar / BOL	123456
Establishment Number	324870

- 10. Optional: If the line item(s) were partially shipped, adjust the Quantity in the Item Overview section
- 11. In the Item Data Section, Click the **Delete** icon for all but two line items. (looks like a trash can) **Note**: we are creating an ASN for two line items.
- 6. Click the Goods Delivered to Recipient button.
- 7. Note the **Shipping Notification** Number\_\_\_\_\_.

### Questions

### **Question 1**

When are multiple ASNs required versus creating only one ASN?

Lesson 5	Enter Inspection Results
Exercise	5.1 – Enter Inspection Results

Before being able to submit the invoice for payment, inspection results must be entered for each ASN and confirmed to continue. The ASN and Inspection quantities much match in order to create the invoice.

# **Procedure**

- 1. Navigate to: Suppliers tab > Supplier Self Service tab > Inspection Results Entry
- 2. Complete the following fields.

Field	Value
Purchase Order	Use the purchase order from exercise 4.1

- 3. Click the Search icon in the Line Item field.
- 4. Click the Start Search button.
- 5. Highlight line Item 0001.
- 6. Note the **Open quantity** for that line item\_\_\_\_\_

**Note**: The Inspection Lot needs to be created for the same quantity that was shipped on the ASN. In this example, we shipped line the full amount of this line item.

- 7. Click the Ok button.
- 8. Complete the following fields:

Field	Value
Quantity	Enter the Open Quantity you noted earlier

- 9. Click the Certificate w/Reference to External Sample radio button.
- 10. Complete the following fields:

Field	Value
Certificate w/Reference to External Sample Input	239847-38

- 11. Click the **Execute** button.
- 12. Use the lookup icons to choose the following **Result** fields:

Specifications	Result
Certificate Type	COA

**Note**: The number of inspection characteristic entries required in the Inspection Lot will vary according to the material. If there are quantitative inspection characteristics, enter numbers within the required ranges.

- 13. Press Enter on your key board.
- 14. Click the Select All icon on the toolbar.
- 15. Click the Valuate icon on the toolbar.
- 16. Click the Close icon on the toolbar.
- 17. Click the Save icon.
- 18. Write down your Inspection Lot number\_\_\_\_\_
- 19. Close the window.
- 20. Repeat steps for all line items on the ASN you created in exercise 4.2.

### **Questions**

### **Question 1**

What is the purpose of the inspection certificate?

#### Answer

# **Question 2**

True or False: The quantity entered must match the exact quantity as the ASN?

Lesson 6	Display Goods Receipt
Exercise	6.1 – Display Goods Receipt

You want to review a goods receipt for accuracy before confirming the receipt and acceptance of it.

## **Procedure**

- 1. Navigate to: Suppliers tab > Supplier Self Service tab > Supplier Self Service folder > All Goods Receipts
- 2. Complete the following field:

Field	Value
Purchase Orders:	Use your Purchase Order from exercise 5.1

- 3. Click the **Execute** button to display the report.
- 4. Review the following fields:
  - a. Sales Order #
  - b. Sales Order Item Category
  - c. Status Text
  - d. ASN#
  - e. ASN Qty

### **Questions**

## **Question 1**

True or False: When generating a display goods receipt report, you can only generate the report if you have the purchase order number available.

Lesson 7	Submit Domestic Commodity Invoicing
Exercise	7.1 – Submit Domestic Commodity Invoice for Single Line Item

You want to submit an Invoice for one line item of a PO that has shipped. The ASN and Inspection Lot have been created.

## **Procedure**

- 1. Navigate to: Suppliers tab > Supplier Self Service tab > Supplier Self Service folder
- 2. Click the Create hyperlink in the invoices section. (under the All invoices and Rejected hyperlinks)
- 3. Click the For an ASN hyperlink.
- 4. Highlight the row containing your ASN number.
- 5. Click the Create Invoice button.
- 6. In the Products and Services section, click the Line Item hyperlink.
- 7. In the QM Selections section, click the Yellow Box in the select column.
- 8. Click the Apply button.
- 9. For the remaining line items in the Products and Services section, click the **Delete** icon, if needed.
- 10. Complete the following fields:

Field	Value
Vendor Reference	Enter your own reference text

11. Click the **Submit** button.

≺ecord	vour	Invoice	number:

# Questions

### **Question 1**

True or False: Multiple ASNs can be referenced for a single invoice.

Lesson 7	Submit Domestic Commodity Invoicing
Exercise	7.2 – Submit Domestic Commodity Invoice for Multiple Line Items

You want to submit an Invoice for the remaining line items from the other ASN you created earlier.

## **Procedure**

- 1. Click the **Create** hyperlink in the invoices section. (under the All invoices and Rejected hyperlinks)
- 2. Click the For an ASN hyperlink.
- 3. Highlight the row containing your ASN number.
- 4. Click the Create Invoice button.
- 5. Click the first Item Number hyperlink.
- 6. In the QM Selections section, click the Yellow Box in the select column.
- 7. Click the **Apply** button.
- 8. Repeat steps 5 through 7 for all remaining Item Number hyperlinks.
- 9. Complete the following fields:

Field	Value
Vendor Reference	Enter your own reference text

10. Click the Submit button.

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#### Questions

#### **Question 1**

True or False: In order to create an Invoice for multiple line items, the ASN must contain all of the items you want to combine on the invoice.